



## Mississippi Department of Employment Security

**Tate Reeves**  
**Governor**

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Executive Director

### **Amendment #1** **Consolidated Questions and Answers** **Accounting Services for Subrecipient Monitoring** **RFP 2020-02 - RFx 3120001914** **Issue Date 2/19/2020**

**Proposers shall acknowledge receipt of any amendment to the solicitation by signing and returning Attachment F. The acknowledgement must be received by MDES by the time and at the place specified for receipt of proposals.**

The Mississippi Department of Employment Security (MDES) appreciates the interest you have shown in the Request for Proposals for Accounting Services for Subrecipient Monitoring (RFP 2020-02). In response to the questions received by interested vendors concerning RFP 2020-02, MDES submits the following consolidated questions and answers.

1. For both<sup>1</sup> RFPs, are there currently contracts in place to provide these services?  
Are they provided by different vendors?
  - A. No, there is no current contract providing these services.
2. Can vendors respond, and potentially receive award, for both<sup>1</sup> of these RFPs?
  - A. Yes
3. If there are contracts in place for both<sup>1</sup> of these services, could you provide the total spend?
  - A. See answer to Question #1.

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<sup>1</sup> Question is referring to RFP 2020-01 (RFx 3120001913) and RFP 2020-02 (RFx 3120001914).

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4. Have these services been a recurring need in the past? Is it possible that the State will again rebid these contracts to follow any award that is made from these RFPs?
  - A. This is the State's first time soliciting for these services. It is possible that the State will need these services in the future and will rebid these contracts at its discretion.
5. Does this project have an incumbent vendor and, if so, which vendor?
  - A. No, there is no incumbent vendor.
6. Are the services in this RFP continually needed, even beyond the term of the resulting contract, and therefore may be bid out again?
  - A. See answer to question #4.
7. Can the following documents be provided for review:
  - Subaward example
  - Financial monitoring form example
  - Programmatic monitoring form example
  - A. MDES would like for the vendors to come up with a plan on how they will monitor based on the rules and regulations.
8. Does MDES utilize a standard monitoring program to be followed? If yes, can you please provide a copy?
  - A. See answer to question #7.
9. Does MDES utilize a standard Monitoring report format? If yes, can you please provide a copy of the template?
  - A. See answer to question #7.
10. Is there preferred timing regarding when the work will be started & completed?
  - A. MDES would like for work to begin as soon as the contract is executed.
11. On average, how many hours do you anticipate for monitoring of one subrecipient?

- A. The number of hours required to monitor one (1) subrecipient will vary for different vendors and depend greatly on the vendor's knowledge, expertise, and team members allocated to monitor the subrecipient; therefore, MDES is unable to provide an anticipated average number of hours.
12. Are these services currently being performed by a vendor? If yes, can you provide the name of the vendor currently providing these services?
- A. See answer to question #5.
13. Scope of Services requires a CPA on staff to "review all reports, final letters, and other documentation...". Would MDES consider allowing a CIA (Certified Internal Auditor) designation to be acceptable given the professional certification, requirements, and competencies of the CIA designation are directly focused on the monitoring services being solicited?
- A. No. MDES is requiring a CPA to review all reports, final letters, and other documentation.
14. Section 1.8 – "Vendors should submit one (1) hourly rate which encompasses all tasks and miscellaneous expenses required to fulfill the obligations of the contract.
- a. Please describe or give examples of "miscellaneous expenses" as defined by MDES.
- A. Miscellaneous expenses could be clerical expenses, supplies, printing, etc. and may vary from vendor to vendor. MDES is requesting that vendors carefully consider all costs to completely fulfill contractual obligations including such miscellaneous expenses when stating their hourly rate.
- b. Should valid, supported travel expenses as defined by GSA and DFA including per diem mileage and per diem lodging be included in the hourly rate requested by MDES or are these expenses reimbursed separately when approved by MDES program management?
- A. These rates should be included in the hourly rate and will not be reimbursed separately.
- c. How many hours per year does MDES anticipate being required to fulfill obligations under this contract?
- A. The number of hours required to fulfill this contract will vary for vendors and depend greatly on the vendor's knowledge, expertise, and the team members assigned to complete the monitoring tasks; therefore,

MDES is unable to provide an estimate on the anticipated number of hours required to fulfill this contract.

- d. Section 4.3 (6) requires proof of insurance per Section 3.1 at time of proposal submission yet Section 3.1 only requires insurance during the contract period. Does MDES intend for these requirements to be met before the contract period?

- A. The vendor must provide proof of insurance prior to securing a contract with MDES and must include a current Certificate of Insurance with their proposal package. All coverages requested in the RFP must be present prior to contracting.

- 15. What is the funding source for the SWIB subrecipients? If this funding is federal, please provide a CFDA number.

- A. State Special Funds

- 16. Does MDES expect any future changes in the subrecipients? If so, when do the current sub-awards expire?

- A. Yes, there could be changes in subrecipients. These are awarded based on an RFP process and the recipients can vary from year to year based on the responses received and the decisions of SWIB.

- 17. Has MDES previously monitored SWIB subrecipients, and, if so, were there any significant findings or questioned costs?

- A. MDES has not monitored SWIB subrecipients.

- 18. Approximately how many hours did MDES dedicate to performing this monitoring during the FY2019 award cycle?

- A. MDES did not perform monitoring for SWIB during the FY2019 award cycle.

- 19. The proposal asks for one hourly rate. Are travel related expenses to be included in this rate or can they be billed as incurred?

- A. All expenses, including travel, should be considered when deriving the proposed hourly rate. Travel related expenses will not be reimbursed separately.

20. Will the contract awarded monitor use monitoring checklists (or audit programs) already prepared by MDES to complete the monitoring, or will those monitoring checklists (or audit programs) need to be completed by the contract awarded monitor based on applicable regulations?

A. The monitoring checklists will need to be completed by the contract awarded monitor based on applicable regulations.

21. Would you award both the 2020-01 and 2020-02 contracts to the same respondent should they be successful? Or do you anticipate using two providers?

A. Although RFP 2020-01 (Accounting Services for Workforce Monitoring) and RFP 2020-02 (SWIB Accounting Services for Subrecipient monitoring) were issued simultaneously, they are stand-alone requests and independent of each other; consequently, they will be scored independently creating the possibility the same vendor could be awarded both contracts.

22. Section 2.1.2 Process of the RFP refers in item 3 to financial monitoring forms and in item 4 to programmatic forms. Have these forms previously been created by MDES, or will they have to be created by the contractor?

A. They will have to be created by the contractor.

23. Section 4.3 item 4 asks for resumes of all personnel involved in the delivery of service. Should we desire to expand the team after award, what would the protocol for doing so be?

A. MDES would like to discuss with the project manager any team member changes or expansion prior to occurrence. This discussion will include the review of resumes for any potential new team members prior to beginning work on the project.

24. As a part of your subrecipient monitoring risk assessment in accordance with 2 CFR 200, did you identify any subrecipients as high risk?

A. No

25. RFP 2020-01 lists the regulations of which compliance required on page 4. What are the similar regulations for the SWIB monitoring?

A. MDES would like the monitoring for SWIB to have the same guidance as 2 CFR 200.